



# Maryland Department of Budget & Management

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*Office of the Secretary*

*ROBERT L. EHRLICH, JR.  
Governor*

*JAMES C. DIPAULA  
Secretary*

*MICHAEL S. STEELE  
Lieutenant Governor*

## **MEMORANDUM**

June 26, 2003

**TO:** Cabinet Secretaries and Heads of Independent Agencies

**FROM:** James C. DiPaula

**SUBJECT:** Governor Ehrlich's Executive Order 01.01.2003.13

As you know, our Governor values and expects integrity and ethical conduct by every member of his administration. Governor Ehrlich's strong emphasis on upholding the public trust and accountability led to the signing of Executive Order 01.01.2003.13, entitled Public Corruption and Misconduct. In light of the Governor's demand for high standards in government, it is essential that this Executive Order be implemented in an efficient and effective manner.

The Executive Order signed on April 28, 2003 enhances the Governor's ability to deter, investigate and prosecute public corruption and misconduct in our government. This includes the reporting of any possible criminal and unethical conduct that has occurred since January 15, 2003 to the Governor's Chief Counsel, Jervis Finney, and the Attorney General, Joe Curran. Further, the Executive Order requires state employees to disclose three specific items to you as head of the department: (1) any arrests of such employees; (2) any work-related legal proceeding in which the employee is directly involved; and (3) any other legal process that you designate necessary for the employee to disclose due to any potential conflict with the employee's job function and performance. It is this last disclosure requirement that compels me to seek your input.

Serving in my capacity as Secretary of Budget and Management, I have been requested by the Governor's Office of Legal Counsel to obtain a list of legal processes designated by you for disclosure by employees of your department/agency. Further, I would appreciate a brief explanation as to why you believe a particular designated legal process should be disclosed by the employee. It is requested that this task be accomplished without delay since we anticipate the prospect of amending the Executive Order in due course.

Should you have any questions regarding this request, please do not hesitate to contact Ms. Andrea M. Fulton, Executive Director of the Office of Personnel Services and Benefits, at 410-767-4715.

Thank you for your assistance with this important matter.